

Password Protect Your Personal Folders File in Outlook

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Adding a password to your personal folders (.pst) file in Microsoft Outlook® protects the contents of your file from others who might have access to your computer or to the server location where you've stored the file. It also enables you to view the file when you've logged on using a different name.

To add a password to your personal folders file

1. If the Folder List is not displayed, on the **View** menu, click **Folder List**.
2. Do one of the following:
 - If you're using Outlook in the Internet Mail Only configuration, right-click **Outlook Today - [Personal Folders]**, and then click **Properties For Personal Folders** on the shortcut menu.
 - If you're using Outlook in the Corporate or Workgroup configuration, right-click **Personal Folders**, and then click **Properties For Personal Folders** on the shortcut menu.
3. On the **General** tab, click **Advanced**.
4. Click **Change Password**.
5. In the **New password** box, type your new password. In the **Verify password** box, type the new password again.
6. Make sure that the **Save this password in your password list** check box is cleared. This insures that you (or anyone with access to your computer) will be prompted for the password each time you run Outlook.

The next time you start Outlook, you'll be prompted to type a password for the .pst file.

Additional Considerations for Securing Your .pst File

Utilities that can remove or bypass the password on a .pst file are available on the Internet. These utilities are not endorsed or supported by Microsoft. To protect any sensitive e-mail stored in a .pst file from these utilities, consider taking the following additional precautions:

If you're using Outlook in the Corporate or Workgroup configuration, move all

sensitive e-mail from the .pst to your mailbox on the Exchange Server.

If you need to use a .pst file that is located on a file server or in a shared directory, control which users can access the .pst file. If you're running Microsoft Windows® NT, you can use the Windows NT File System (NTFS) to enable only the owner to access the .pst file. For more information about controlling access to files, see Help for the operating system you're using.

If you use a .pst file that's located on your computer, limit access to the computer by using a password-protected screen saver, locking the computer, or locking the office where the computer is located.